

**FDA STAFF MANUAL GUIDES, VOLUME II – DELEGATIONS OF AUTHORITY**

**ADMINISTRATIVE – PERSONNEL**

**AUTHORITY FOR FLEXIBLE WORKPLACE ARRANGEMENTS PROGRAM**

Effective Date: April 15, 2016

**1. AUTHORITY DELEGATED AND TO WHOM DELEGATED**

- A. The following officials are authorized to approve requests for participating in Flexible Workplace Arrangements Program if the position lends to this incentive and office coverage requirements are met:
  - 1. Deputy Commissioners
  - 2. Associate Commissioners
  - 3. Assistant Commissioners
  - 4. Chief Counsel and Deputy Chief Counsels
  - 5. Chief Scientist
  - 6. Center Directors and Deputy Center Directors
  - 7. Associate Director, Office of Management, National Center for Toxicological Research (NCTR), Office of the Chief Scientist, Office of the Commissioner
  - 8. Director, Office of Management, Center for Biologics Evaluation Research (CBER), Office of Medical Products and Tobacco (OMPT)
  - 9. Associate Director for Management, Center for Drug Evaluation Research (CDER), OMPT
  - 10. Associate Director for Management, Office of Management, Center for Devices and Radiological Health (CDRH), OMPT
  - 11. Director, Office of Management, Center for Tobacco Products (CTP), OMPT

12. Associate Director for Management, Office of Management, Center for Food Safety and Applied Nutrition (CFSAN), Office of Foods and Veterinary Medicine (OFVM)
13. Associate Director for Management, Office of Management, Center for Veterinary Medicine (CVM), OFVM
14. Director, Office of Resource Management, Office of Regulatory Affairs (ORA), Office of Global Regulatory Operations and Policy (OGROP)
15. ORA Regional Food and Drug Directors and District Directors, OGROP
16. Deputy Chief Operating Officer, Office of Operations (OO)
17. Director, Office of Human Resources, OO

## **2. REDELEGATION.**

- A. This authority may be re-delegated. Any re-delegation must be in writing and specify the nature and extent of the authority re-delegated. Delegatees must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding the flexible workplace arrangements program.
- B. A copy of the re-delegation of this authority must be furnished to the FDA Principal Delegation Control Officer, Management Analysis Services Staff. Delegatees are subject to compliance audit.

## **3. EFFECTIVE DATE.**

The Deputy Commissioner for Operations and Chief Operating Officer approved this delegation, via memorandum, on April 15, 2016.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	04/15/2016	N/a	OO/OHR	Walter S. Harris, MBA, Deputy Commissioner for Operations & Chief Operating Officer